

### **ASSISTIVE TECHNOLOGY COORDINATOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in planning, developing and coordinating the assistive technology program, including agreements for the provision of assistive technology and loan bank services to increase, maintain or improve functional capabilities of Navajo students with disabilities; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Plans, develops and coordinates the activities of the assistive technology program; ensures activities are in accordance with applicable policies and procedures, goals, and objectives; develops and implements procedures for a loan bank of equipment and materials for students with disabilities; establishes an assistive technology network on the Navajo Nation; negotiates agreements with community programs and schools for the provision of assistive devices and equipment; coordinates and schedules assistive technology assessments and evaluations, including the preparation of reports and documentation; determines equipment and material needs.

Recommends assistive devices and equipment for students, such as wheelchair modifications, augmentative communication devices, etc.; provides guidance and direction to service providers, consultants and other staff; develops and maintains an automated inventory system; documents services provided to consumers; orders devices, equipment, and materials; develops and disseminates public awareness information and materials; conducts presentations and meets with parents, schools, and others; prepares required reports; represents program on various committees an/or task forces.

#### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of applicable federal, state, and Navajo Nation rules, regulations, mandates, policies, and procedures related to rehabilitative services to students with disabilities.

Knowledge of resources available in the community and integration of services.

Skill in interpersonal relations, as applied to contacts with persons with disabilities, services providers and consultants.

Skill in oral and written communications.

Skill in problem solving and decision making.

Skill in maintaining accurate and current records and reports.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort primarily in an office setting with occasional work in the field.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Human Services, Social Services or closely related field; and two (2) years of training or experience in working with children with disabilities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license. Within 90 days of employment, must pass a criminal history background check and physical examination; and obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) and First Aid Certification.

THE NAVAJO NATION

Class Code: 3742  
Community Education and Counseling Series  
Miscellaneous Related Job Title Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.